

KIM MCCARSON, CIRCUIT CLERK

Calhoun County Courthouse 25 West 11th Street, Suite 300 Anniston, AL 36201 256.231.1750

Calhoun County Clerk's Office Records Access and Background Check/Record Search Policy Packet

- 1. **RECORDS INSPECTION**: Members of the public will be provided access to the Calhoun County Clerk's office public records Monday through Friday, between 8:00 a.m. and 4:30 p.m. Copies of records may be obtained during the same hours *per prior request and subject to copy fees, etc.*
- 2. The Clerk's office staff will provide any public records you request to inspect as quickly as possible. In some cases, however, limited staff, records stored off-site, large volume of records requested- you may be asked to return to view the records or to obtain requested copies. All records requested for inspection will be available as soon as practical and within no more than ten (10) business days of receiving the RECORDS INSPECTION request form.
- 3. When requesting a **RECORDS SEARCH** or a **BACKGROUND CHECK**, please fill out the required form. Each form is available in every office of the Clerk of Court.
- 4. **RECORDS SEARCHES** are \$25.00 per record to be searched. This fee will be charged no matter if the search yields results or not and does not include any copy fees, etc. The Clerk's office will provide record searches requested not in person (through mail, e-mail, etc.) on a case by case basis per request and results will be sent within (10) business days of receiving the request form and payment. However, those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public.
- **5. BACKGROUND CHECKS** may be performed upon request and are \$25.00 per individual requested to be searched. This fee will be charged no matter if the search yields results or not and does not include any copy fees, etc. There is no guarantee that our office will yield any results for the individual being searched and this office makes no guarantee that any results yielded are the complete record for the individual. A background check will show the individual's name, offense date, the charge and the disposition of the case, if any. However, those cases protected by law, i.e. juvenile, youthful offender, cases sealed by court order or information regarding the victims in criminal cases, will not be disclosed to the public. The Clerk's office will complete any requested BACKGROUND CHECK as soon as practical, but within ten (10) business days of receiving the request form and payment.
 - a. The minimum information needed for a background check is

- i. The person's legal name, aliases and/or maiden name (if any) and date of birth.
- **ii.** The person's Social Security Number (preferable)
- **b.** If an EXPEDITED BACKGROUND CHECK is desired, there will be an additional fee of \$25.00, thus totaling \$50.00 *per individual requested to be searched*. This fee does not include copy fees, etc. An EXPEDITED BACKGROUND CHECK will be returned to the requester within two (2) business days.
- 6. This office may only search cases/individuals in our Calhoun County Clerk's record which is in the State of Alabama and at the circuit and district level, not municipalities, federal court, etc.
- 7. Copies of any public records, records search results and background check results are available at \$5.00 for 1-20 pages and \$.50 for each additional page *per case/per individual*. Certified copies will have an additional \$5.00 fee added *per case*. The Clerk's office reserves the right to limit or prohibit the photocopying of fragile records. These copy fees and certification fees are in addition to any record search fees, background check fees, etc.
- 8. While at the Clerk's office to INSPECT/VIEW RECORDS via request:
 - a. Please do not smoke in the records area.
 - b. Please do not bring food or drink into the records area.
 - c. Please do not bring large bags, backpacks or briefcases into the records area. These may be checked at the Clerk's office. Staff may be asked to inspect items in a researcher's possession upon his/her entering or leaving the records area.
 - d. Please do not remove any records from the records area.
- 9. A personal check, money order or cashier's check is accepted by mail. A personal check, money order, cashier's check or cash is accepted if in person. Please make any check/money order/cashier's check payable to: CALHOUN COUNTY CIRCUIT CLERK.
- 10. In accordance with state and federal laws, some Clerk's records may not be open for public inspection. Details about which Clerk's records are restricted may be obtained from Circuit Clerk Kim McCarson, or her Deputy Clerk.
- 11. The Circuit Clerk and Clerk's office staff are not responsible for any errors in the information supplied from a request and are not liable for any misuse or disclosure of any requested information.
- 12. If you have any questions about this access policy or need further assistance, please ask to speak to Kim McCarson, Circuit Clerk at 256-231-1759 or Jordyn Trammell, Deputy Clerk at 256-231-1762.

CALHOUN COUNTY CLERK'S OFFICE **RECORD INSPECTION REQUEST FORM**

REQUESTOR	DATE
I also understand that the Calhoun County Clerk's record.	Office may only search records in our Clerk's
*I understand that copies of records are available a additional page <i>per case</i> . Certified copies will have	• 0
disclosed to the public.	
I hereby understand and agree that those cases procases sealed by court order or information regarding	
*WILL YOU DESIRE COPIES OF THE *WILL YOU DESIRE THESE RECOR	
SOUGHT FOR INSPECTION:	
PLEASE SPECIFY IN DETAIL, IF POS SOUGHT FOR INSPECTION:	SSIBLE, WHICH RECORDS ARE
CASE YEAR (IF NOT KNOWN, ESTIN	MATE)
CASE NUMBER (IF KNOWN):	
CASE PARTIES (IF KNOWN):	
REQUESTER PHONE NUMBER:	
REQUESTER EMAIL:	
REQUESTER ADDRESS:	
REQUESTER NAME: DATE:	

CALHOUN COUNTY CLERK'S OFFICE **RECORDS SEARCH REQUEST FORM**

REQUESTOR	DATE
I understand that the Calhoun County Clerk's Of record and makes no guarantee that any results y individual.	·
* I also understand that copies of records are available additional page <i>per case</i> . Certified copies will have	* °
I understand that there is NO GUARANTEE that to pay the fee regardless.	•
victims in criminal cases, will not be disclosed to t	he public, no matter if I have already paid the fee
Office are \$25.00 per record requested to be search law, i.e. juvenile, youthful offender, cases sealed b	ed. I also understand that those cases protected by
*WILL YOU DESIRE COPIES OF THESE I *WILL YOU DESIRE THESE RECORDS T I hereby understand and agree that Record Search	O BE CERTIFIED? YES/NO
PLEASE SPECIFY IN DETAIL, IF PO	OSSIBLE, WHICH RECORDS ARE
CASE YEAR (IF NOT KNOWN, EST	MATE)
CASE NUMBER (IF KNOWN):	
CASE PARTIES (IF KNOWN):	
REQUESTER PHONE NUMBER:	
REQUESTER EMAIL:	
REQUESTER ADDRESS:	
REQUESTER NAME: DATE:	

CALHOUN COUNTY CLERK'S OFFICE **BACKGROUND CHECK REQUEST FORM**

REQUESTER NAME:	
DATE:	
REQUESTER ADDRESS:	
REQUESTER EMAIL:	
PHONE NUMBER OF REQUESTER:	
LEGAL NAME OF INDIVIDUAL YO	U WISH TO HAVE SEARCHED:
ALIAS AND/OR MAIDEN NAME OF	INDIVIDUAL, IF ANY:
DATE OF BIRTH OF INDIVIDUAL: _	
SOCIAL SECURITY NUMBER OF IN	NDIVIDUAL (PREFERRED):
* EXPEDITED? (**ADDITIONAL \$25	5.00 FEE**) YES/NO
*WILL YOU DESIRE COPIES OF TH	IE RESULTS? YES/NO
*WILL YOU DESIRE THESE RECOR	RDS TO BE CERTIFIED? YES/NO
Office are \$25.00 per individual requested to protected by law, i.e. juvenile, youthful offer	round Checks performed by the Calhoun County Clerk's o be searched. I also understand that those cases ender, cases sealed by court order or information ll not be disclosed to the public, no matter if I have
I understand that there is NO GUARANTE agree to pay the fee regardless.	EE that the background search will yield results, and I
-	re available at \$5.00 for 1-20 pages and \$.50 for each vill have an additional \$5.00 fee added <i>per case</i> .
•	rk's Office may only search individual's records in our at any results yielded are the complete and total record
REQUESTOR	DATE
WITNESS	DATE

Information Sheet

Please submit a completed form for each party/record with payment. You may mail your completed form and payment to our office or submit your request in person. A personal check, money order or cashier's check is accepted by mail. A personal check, money order, cashier's check or cash is accepted if in person.

Please make check/money order/cashier's check payable to: Calhoun County Circuit Clerk

For records in Family Court (Domestic Relations - DR, Child Support - CS, Juvenile - JU) mail form and payment to:

Kim McCarson, Circuit Clerk Family Court Division Calhoun County Courthouse 25 W. 11th St. Suite 500 Anniston, AL 36201

Family Court contact: 256-231-1740

For records in Circuit Court (Civil - CV, Criminal - CC) mail form and payment to:

Kim McCarson, Circuit Clerk Circuit Court Division Calhoun County Courthouse 25 W. 11th St. Suite 300 Anniston, AL 36201

Circuit Court contact: 256-231-1750

For records in District Court (Civil - DV, Small Claims - SM, Criminal - DC, Traffic - TR) mail form and payment to:

Kim McCarson, Circuit Clerk District Court Division Calhoun County Courthouse 25 W. 11th St. Suite 260 Anniston, AL 36201

District Court contact: 256-231-1850

Rev: 5/19